



# **SIS2000+**

## **Basic Overview**



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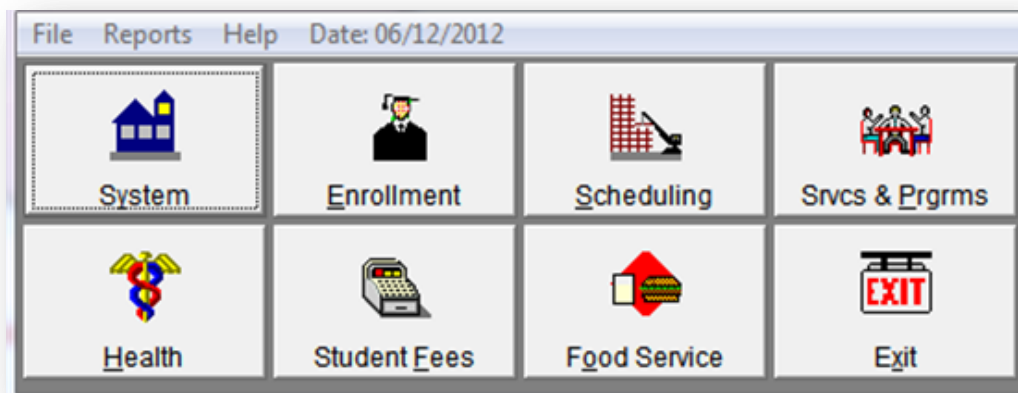
**Updated November, 2011**

# SIS 2000+ Components

There are two components that make up SIS 2000+

1. FoxPro Client Interface
  - a. Accessed through a remote desktop connection.
2. SIS2000+ Web Portal
  - a. Accessed through a web browser, like Internet Explorer, Chrome, FireFox .

## FoxPro Client Interface



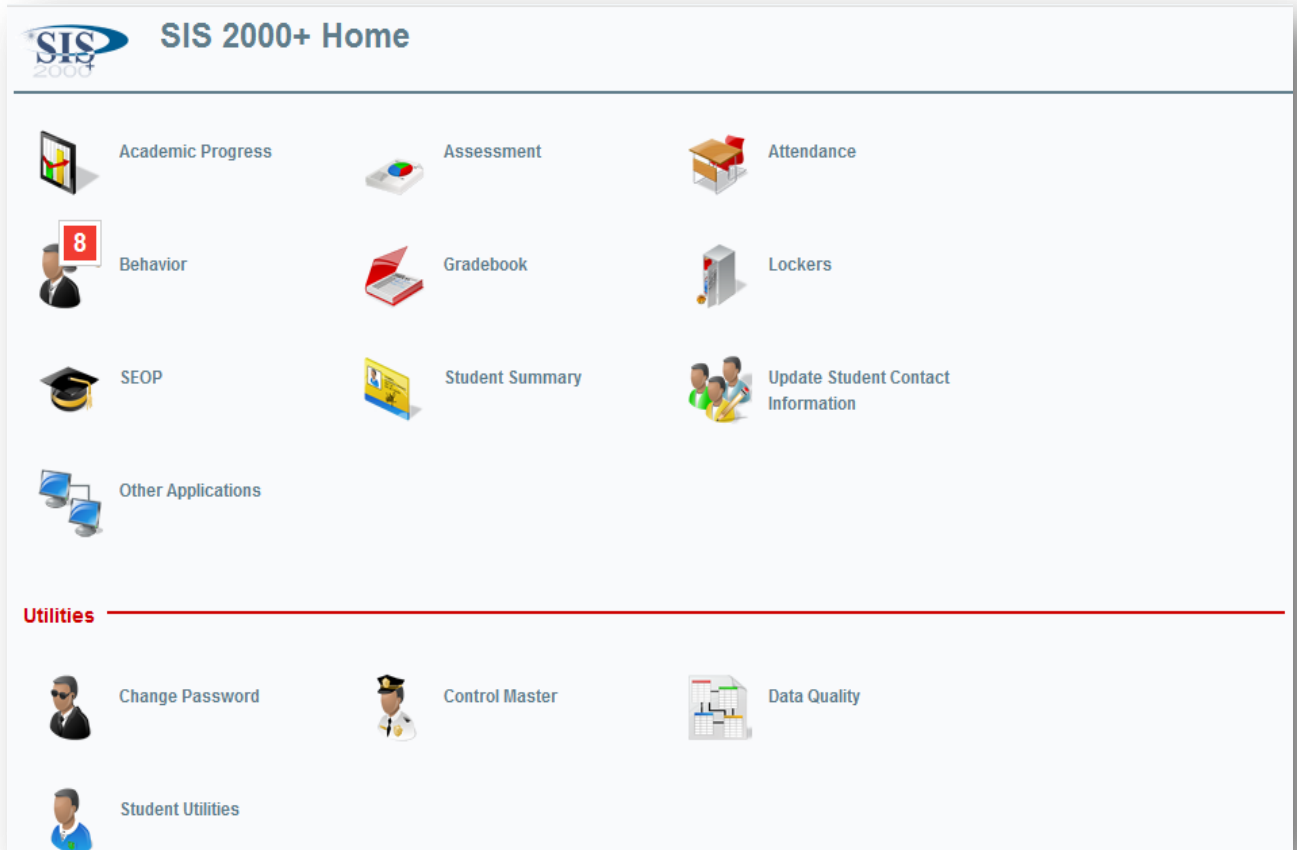
The primary uses for the FoxPro Client Interface are:

- School and calendar setup
- Student/faculty maintenance
- Enrollment
- Scheduling
- Special Programs
- Food Service

The primary users of the FoxPro Client Interface are:

- SIS2000+ Administrators
- Registrars
- Secretaries

## SIS Web Portal



The primary uses for the SIS2000+ Web Portal are:

- Academic Progress
- Assessment
- Attendance
- Behavior
- UTREx Clearinghouse
- Contact/Student access (Update Student Contact Information)
- Control Master
- Data Quality
- Grade book
- Lockers
- Reports
- SEOP
- Student Summary
- Student Utilities

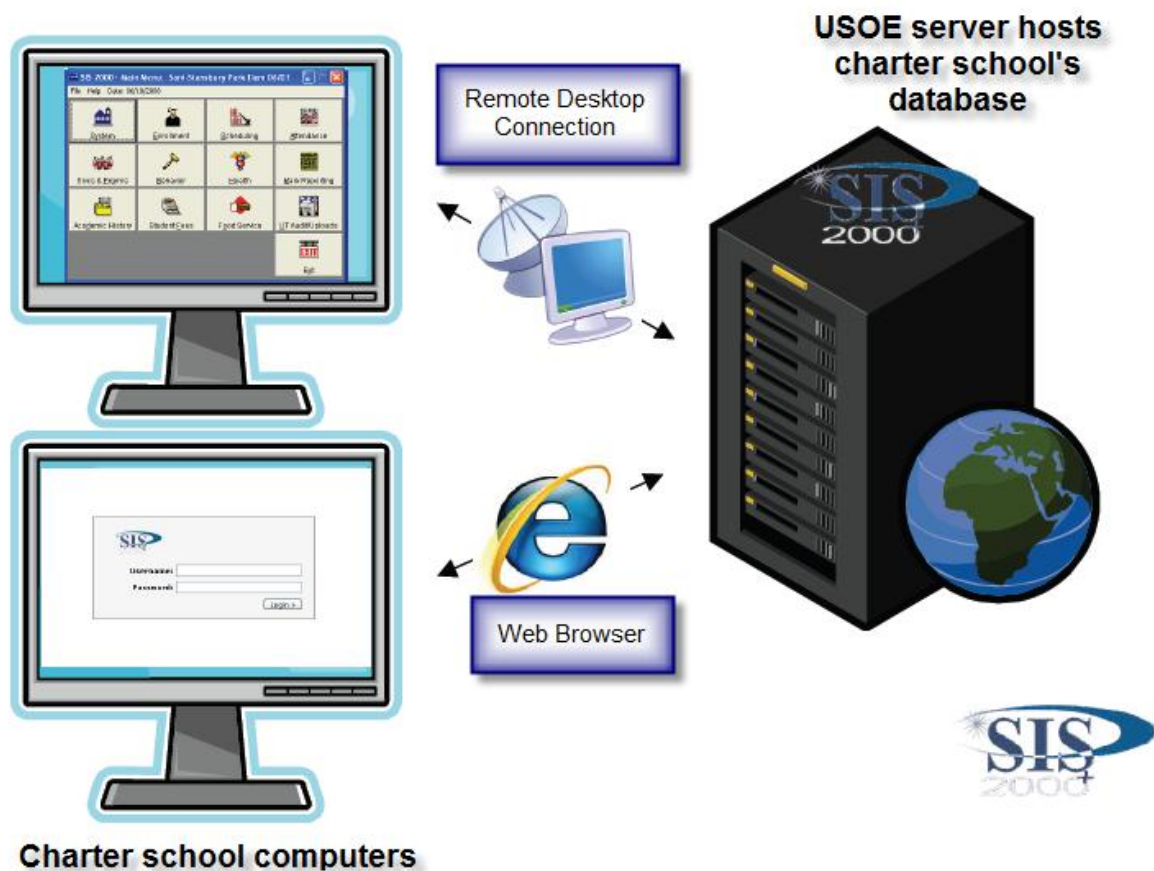
The primary users of the SIS2000+ Web Portal are:

- Administration
- Contact / Parents / Guardians
- Counselors
- Students
- Teachers

## USOE Hosted Users:

# Connection Overview

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If you are a charter school or a district hosted at USOE, you access FoxPro Client through a remote desktop connection (RDP) provided by USOE.

If you are a district hosting your own server, you will need to check with your district for instructions on accessing FoxPro Client.

For all users, you access SIS2000+ on the web by using your browser, like Internet Explorer, Chrome, or FireFox.

We support: Chrome, Firefox, or Internet Explorer.



**SIS Support Welcomes You!**

This is a secure system. Please login to continue:

Username:

Password:



Contacts with web access may [request a username](#).

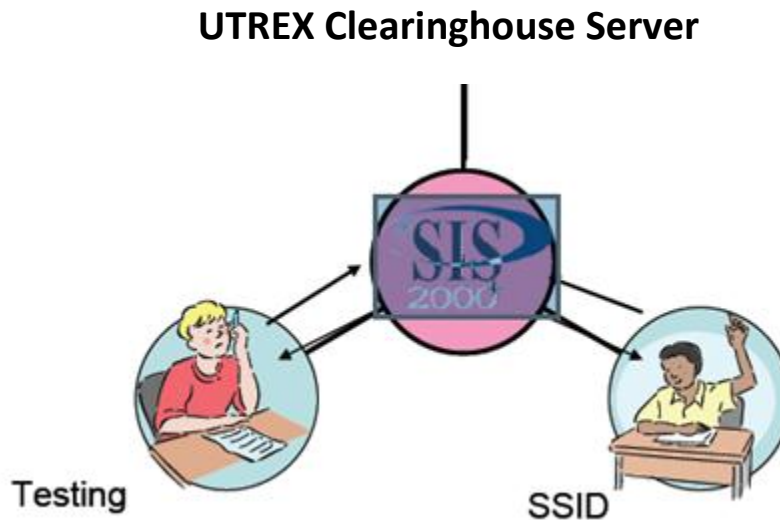
We recommend:  Camino (Mac),  Firefox 3+ (Linux/Mac/Win), or  Internet Explorer 8+ (Win).  Adobe Reader 9.1+ recommended for reports.

Users SIS2000+ Web address is: <https://yourschoolname.usoe-dcs.org>

This address will be given to you by your SIS2000+ specialist.

# External Systems

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Some commonly needed systems are external to SIS2000+.

- **UTREx Clearinghouse** – data is extracted via **S.I.F.** (Schools Interoperability Framework) managed by the user. This extract can be setup to pull data nightly automatically from SIS2000+ and uploaded to the UTREx Clearinghouse data server.
- **SSID System**– state student identification numbers are created through the SSID system, which is external to SIS2000+. In SIS2000+, users create and export a request file and then upload that file to the SSID site where a response file is created. The user then imports that response file into SIS2000+.
- **Testing** – a testing pre-print file is created from within SIS2000+ and saved to the user's local computer. That file is then uploaded to the vendor that processes the test data.

# Transferring Data

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When you upload student data, you need to use the secure-MoveIT-website.

- <https://secure.schools.utah.gov/>

You'll need a logon ID and password

## Getting Help

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There are a number of resources available for users of SIS2000+

- Attend Trainings – Information will be sent out via e-mail when trainings are held.
- Documentation - <http://www.schools.utah.gov/computerservices/Services/Student-Information-System.aspx>
- ListServ - [utah-sis@googlegroups.com](mailto:utah-sis@googlegroups.com)
- Peers – Other SIS2000+ users
- SIS2000+ User Group – Monthly meetings are held for SIS2000+ administration
- USOE Specialists – Each LEA (school) is assigned an SIS2000+ specialist

## Reporting Problems

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When you have problems or questions with your SIS2000+ system, there are a few steps to follow when contacting your USOE specialist.

- Your designated SIS2000+ liaison calls the USOE specialists.
- If at all possible, provide screen shots of the problem.
- When describing the problem, be specific.
  - Is the problem in FoxPro Client or on the SIS2000+ Web?
  - What was being done when the problem occurred?
  - Which user was experiencing the problem?

## System Updates

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Updates are done regularly. These updates fix errors and implement new enhancements. A few things to know regarding updates:

- Announced on the Listserv via e-mail.
- Implemented by USOE for LEA's hosted by USOE.
- Files needed to do updates for LEA's hosting their own data are found on the secure-MoveIT-site in the Distribution SIS folder.
- When the update is being done, please be logged off as instructed.
- Documentation is available each time an update is completed, describing the errors fixed and enhancements.
- When the update is complete, assign new permissions as needed.



# Login Basics

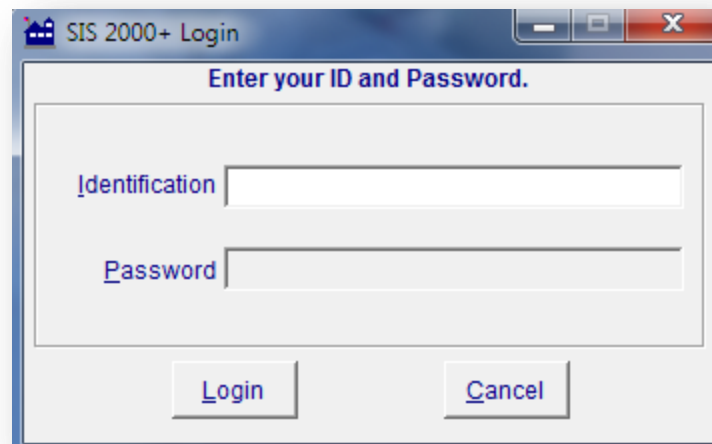
## Accessing FoxPro Client

You will log in to FoxPro Client in a two-step process:

1. Using the Remote Desktop (RDP) Connection provided to you, you'll connect to the server on which FoxPro Client is run. Each LEA (school) will have one unique logon id for the remote desktop connection.



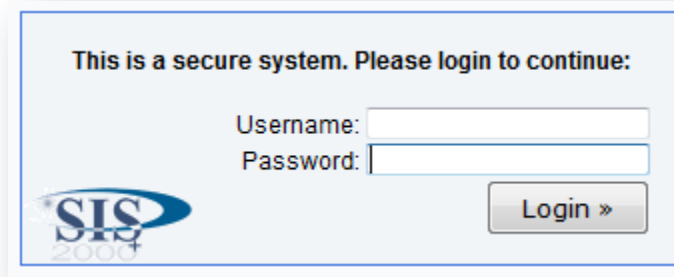
2. Once you've logged into the remote USOE server, you'll use your own unique username and password to log in to FoxPro. Example: Identification: F32



## Accessing SIS2000+ on the web

Logging into SIS2000+ on the web is a straightforward process.

1. Pull up your internet browser, like Internet Explorer, FireFox, or Chrome.
2. Go to your LEA's (school) website: <https://yourschoolname.usoe-dcs.org>
3. Type in your username and password. This will be the same login you use to log in to FoxPro Client.



## Getting Started in FoxPro

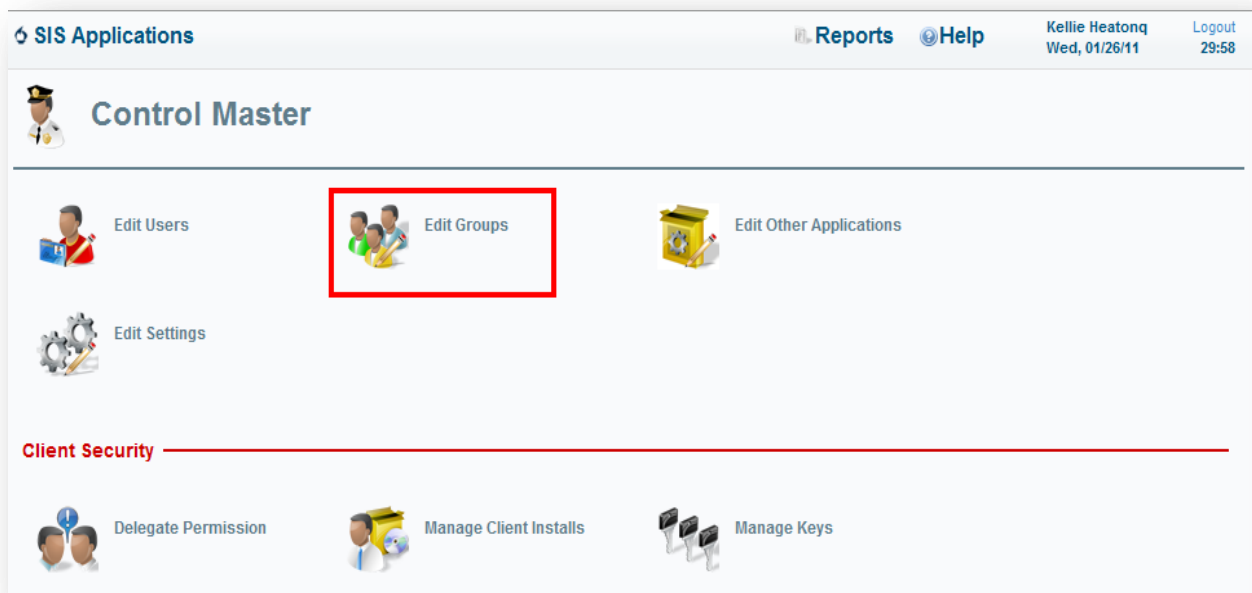
To create a new school in FoxPro Client, follow the steps outlined below.

- Define the school
  - Create the school and district office in the School Editor screen
- Set up Track, include calendar year
  - General track information
  - Create calendar – each term starts the day right after the prior term ends
  - “# periods absent = 1 full day” – set this field carefully
  - Include term codes that will be used in scheduling
- Faculty Editor – add all faculty members
- Student Editor – add all students
- Set up Courses
  - District Courses
  - Scheduling > Mass Scheduling > Course Selection (move district courses into track)
  - Elementary only: use “Exclude from Clearinghouse” Cactus Core Code for classes other than one homeroom

- Assign classes to teachers – Master Schedule
- Schedule students
  - Assign students (Assign Students button) – choose students by class
  - Assign students (Student Schedule button) – choose classes for individual student
  - Loader (needs requests, rules)

## Granting Access to SIS 2000+ on the Web

For users to be able to access SIS on the web, permissions need to be set. Log in as “cadmin” with the password you’re given by USOE, and click on Control Master to see the following screen:



- To grant access to a specific group, press “Edit Groups”.
- On the drop-down at the top of the Edit Groups screen, choose the group for which you would like to give permissions.

- SIS Applications

Control Master

Reports

Help

Kellie Heaton

Logout

Wed, 01/26/11

29:56

Groups | Administrator | Create New »

Details	Group Permissions	
Membership	All >>	
Permissions	>> Academic Progress	<input checked="" type="checkbox"/> <b>Academic Progress</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Courses                             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Course History</li> <li><input checked="" type="checkbox"/> Class Marks</li> <li><input checked="" type="checkbox"/> Student Marks</li> </ul> </li> <li><input checked="" type="checkbox"/> Utilities                             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Student Course Request Settings</li> <li><input checked="" type="checkbox"/> Graduation Requirements Editor                                     <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Copy from school-to-school</li> </ul> </li> <li><input checked="" type="checkbox"/> Class Ranking</li> <li><input checked="" type="checkbox"/> Marksets</li> <li><input checked="" type="checkbox"/> Incomplete Grades</li> <li><input checked="" type="checkbox"/> Report Card Comments</li> </ul> </li> <li><input checked="" type="checkbox"/> <b>Reports</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Cumulative GPA and Rank</li> <li><input checked="" type="checkbox"/> Elementary Report Card</li> <li><input checked="" type="checkbox"/> Grade Distribution</li> <li><input checked="" type="checkbox"/> Grade Override Usage</li> <li><input checked="" type="checkbox"/> Grades Not Finalized</li> <li><input checked="" type="checkbox"/> Honor Roll</li> <li><input checked="" type="checkbox"/> Low Achievement</li> <li><input checked="" type="checkbox"/> Secondary Report Card</li> </ul> </li> </ul>
Start Page	Assessment	
Default Group For	Attendance	
Force Change Password	Change Password	
Delete This Group	Clearinghouse	
	Control Master	
	Gradebook	
	Schedule	
	SEOP	
	Settings	
	Student Summary	
	Student Utilities	
	Update Student Contact Information	

« Reset

Save »

- Once permissions have been granted, teachers can log in and set up their grade books.

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